

**COMMONWEALTH OF VIRGINIA  
PROGRESS REPORT**

<b>To:</b>		<b>Report Period Ending:</b>	
<b>From:</b>			
<b>Project Name:</b>		<b>Agency:</b>	

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**The tasks I completed this reporting period are:**

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**The tasks I plan to complete next reporting period are:**

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**I lost time due to: (Specify hours and cause):**

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**Issues:**

Description	Date Identified	Target Date	Impact

**Scheduled Vacation/Training:**

Description	Start Date	End Date	# of Hours

**Time Reporting by Task**

Task ID	Description	Original Estimate	Hrs this Week	ETC	Hrs to Date
	<b>Reporting Period Total</b>				